

**SOUTH DAKOTA NATIONAL GUARD FAMILY PROGRAM**  
**VOLUNTEER TRAINING**  
**AGENDA**

**Saturday**

**8:30 AM - Welcome**

- \* Introductions

**What is the Family Program?**

- \* Family Readiness Groups
- \* Chain of Command & Chain of Concern

**Sanctioning Your Unit's Family Readiness Program**

- \* Readiness Plan for your Family Readiness Group

**BREAK – 9:45 – 9:30 AM (food)**

**9:30AM - Service Member Family Readiness Information Sheet**

**Family Readiness Group Telephone Tree**

**Preparing a Family Readiness Group Newsletter**

- \* Websites
- \* Benefits

**BREAK - 11:00 - 11:10 AM (Restroom break)**

**Family Program Sponsorship Program**

**11:30 – 1245 – Lunch (on your own)**

**1245 – 2:30 - Treasurer Training**

**Family Readiness Group Informal Funds (Checking Account)**

- \* Opening An Account
- \* Maintaining An Account
- \* Reports
- \* Volunteer Categories
- \* Fundraising
- \* Donations

**2:30 – 2:45 – Break (food)**

**2:45 - Resources / Funds Available**

- \* Who Does What – Who Can Help You? (Position Descriptions)
- \* Appropriated / Non appropriated funds
- \* Family Program Forms
- \* Family Assistance Centers
- \* Websites
- \* Family Team Building / Army Family Team Building
- \* Military Family Life Consultants
- \* Military One Source
- \* Youth Program

**3:30 - How to organize and run a meeting**

- \* Writing an agenda
- \* Briefing
- \* Video Tele Conference

3:50-4:00 – BREAK (Restroom)

**4:00 - Family Readiness Requirements**

- \* Unit Inspections
- \* Unit Status Spreadsheets

**4:30 - Websites – What they are & when to use them**

- \* [jointservicesupport.org](http://jointservicesupport.org) – recording volunteer hours
- \* [sdguard.ngb.army.mil](http://sdguard.ngb.army.mil)
- \* [www.army.mil](http://www.army.mil)

**5:00 – Wrap Up for the day – what is my role?**

**5:15 – Dismiss for day**

**Sunday**

**8:30 AM – 10:00 – Scheduling Unit Family Resiliency Classes (How To)  
(for FRG Lead Volunteers and Unit Reps)**

**10:00 – 10:15 – Break (food)**

**10:30 – 1:00PM – Unit Rep Training – (for Military Person)**

**\* Welcome -**

- \* Introductions

**\* Family Readiness Program Overview?**

## **Unit Rep Training – Military Person**

### **\* Family Readiness Requirements**

- \* Commander's Family Readiness Binder (Purple book)
- \* Lead Volunteer Appointment
- \* Unit Family Readiness Duty Appointment
- \* Family Readiness Group Sanction
- \* Memo of FRG Approval
- \* Telephone Tree
- \* Service member – Family Information Questionnaire
- \* Family Care Plans
- \* ARFORGEN

### **\*11:30 Break (10 minute break)**

### **\* What is a Unit Family Readiness Representative?**

- \* Have you been appointed?
- \* What is Your Role? Where do you fit?
- \* Job descriptions for other Family Readiness positions

### **\* Family Readiness Group Funds / Fundraising**

- \* How they are managed
- \* Treasurer

### **\* Resources**

- \* Unit Status Spreadsheet
- \* Where to go for help
- \* What unit can provide for Family Readiness Group
- \* Resources from State Family Readiness Office

### **\* After mobilization – sustaining a Unit Family Program**

- \* Family Sponsorship program
- \* Inclusion of families in unit activities (on training schedule)
- \* Inclusion of Lead Volunteer in planning at unit
- \* Change in our way of thinking (new paradigm)

### **\* What is your Role?**

- \* Where do you go from here?

### **\* Wrap up/Evaluation**

### **\*1PM - DISMISSAL**